

STATINTL

10 February 1961

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MEMORANDUM FOR: Chief, Document Division

THROUGH : Chief, Analysis Branch
Chief, Control Branch

SUBJECT : Document Processing

I. PROBLEM

Processing procedures, as they have developed over the years, lack the uniformity necessary for efficient administration. This results in poor manpower utilization and delays in processing.

II. DISCUSSION

1. Uniformity is a basic tenant of good processing procedure. Although it is impossible to eliminate all exceptions there are many procedures among the three divisions concerned which might well be reconsidered.
2. Prompt service to the customer is also a basic tenant of good processing procedures, and is of critical importance in an intelligence organization. It is, therefore, highly desirable that dissemination and microfilming be given priority in the processing sequence.

III. CONCLUSION

1. There are many exceptions in present processing procedures among the three divisions which need review.
2. Dissemination and microfilming are presently unnecessarily delayed.
3. Processing procedures should be established by careful coordination among the three divisions during the early planning stages.

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IV. RECOMMENDATION

That a task team should be established to review processing procedures from the point of view of uniformity and good customer service. Since any procedure ultimately affects all three divisions, this task team should include representatives from both branches of Document Division, the Machine Division and the Library.

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